Permit #F00152370

FilmL.A., Inc.
6255 W Sunset Blvd, 12th Floor
Hollywood, CA 90028
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

Summary Information

Permit No: F00152370 **Type of Permit:** FILMING **Release Date:** 06/06/2019

Production Company NEW YORK FILM ACADEMY LTD - STUDENTS

Insured Company Name NEW YORK FILM ACADEMY LTD - STUDENTS

Contact Phone No. 1 818-333-3558
Contact Phone No. 2 212-674-4300
Fax
Address 3300 W. RIVERSIDE DR
BURBANK, California 91505

Production Title THE LETTER

Type of Production Student

Producer Jill Yuan

Director Kexin Cai

1st AD Jessica Torres

Production Manager Jingyi Yuan

FilmL.A. Coordinator Philip Ujlaki

Location Manager Jill Yuan
Primary Phone Mobile - 626-318-1322
Secondary Phone

Location Assistant Jill Yuan
Primary Phone Mobile - 626-318-1322
Secondary Phone

Fees

Notification Charge	$26.00	**Total Permit Fee**	$52.00
FILMLA NON-REFUNDABLE STUDENT PERMIT FEE SIMPLE	$26.00	**Number of Locations**	2

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Summary Information — Location

Permit Number	F00152370	**Location Manager**	Jill Yuan
Production Company	NEW YORK FILM ACADEMY LTD - ST...	Primary Phone	Mobile - 626-318-1322
Insured Company	NEW YORK FILM ACADEMY LTD - ST...	Secondary Phone	
Production Title	THE LETTER		

Location Address 2477 Lake Ave, Altadena, CA, 91001

Location Type Cafe

Film Dates 6/7/2019 - 6/7/2019 16:00 - 21:00 1 day

Open or Closed to the Public Closed

Generic Conditions *LA CITY AND/OR LA COUNTY FIRE CHECKLIST ATTACHED TO FINAL PERMIT. THE PERMITTEE IS RESPONSIBLE FOR COMPLETING CHECKLIST PRIOR TO FILMING ACTIVITY AT THIS LOCATION. NON COMPLIANCE MAY RESULT IN ASSIGNMENT OF A FIRE OFFICER.
All vehicles must be parked on private property
Must Maintain 5' Clearance on Sidewalks/Walkways
Must maintain local/emergency access
No cast or crew parking on area streets
No interference with vehicular or pedestrian traffic

Please see attached document kexin_cai_LETTER.pdf

Equipment on Location

Type	Quantity
Cast/Crew vehicles	3
Cube Trucks	1

Personnel on Location

Type	Quantity
Cast	3
Crew	10
LA County Field Inspection	1

Filming Activities Handheld equipment; Interior Dialogue; Interior motion without sound; Business will be closed to the public. ;

Jurisdiction **Political:** Los Angeles County - Supervisor District 5 **Police:** Los Angeles County Sheriff **Fire:** Los Angeles County Fire Department

Approvals LOS ANGELES COUNTY PUBLIC WORKS - FINAL APPROVERS Linda Ayers

Coordinator Note 19-1504-11 County Fire Field Inspection Approved.

Parking **Base Camp** **Crew Parking** 299 N Euclid Ave, Pasadena,

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Summary Information — Location

Permit Number	F00152370	**Location Manager**	Jill Yuan
Production Company	NEW YORK FILM ACADEMY LTD - ST...	Primary Phone	Mobile - 626-318-1322
Insured Company	NEW YORK FILM ACADEMY LTD - ST...	Secondary Phone	
Production Title	THE LETTER		

Location Type : Filming Location

Location Type : Other Location

CA, 91101

Parking Notes

Cast/crew parking on location and will be parking additional vehicles at off-camp parking site LAZ Parking Limited, LLC

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Summary Information — Location

Location 2 of 2

Permit Number	F00152370	**Location Manager**	Jill Yuan
Production Company	NEW YORK FILM ACADEMY LTD - ST...	Primary Phone	Mobile - 626-318-1322
Insured Company	NEW YORK FILM ACADEMY LTD - ST...	Secondary Phone	
Production Title	THE LETTER		

Location Address 20034 Calvert St, Los Angeles, CA, 91367

Location Type Private Residence

Film Dates 6/8/2019 - 6/8/2019 09:00 - 22:00 1 day
6/9/2019 - 6/9/2019 10:00 - 22:00 1 day

Open or Closed to the Public Closed

Generic Conditions
All vehicles must be parked on private property
Must Maintain 5' Clearance on Sidewalks/Walkways
Must maintain local/emergency access
No cast or crew parking on area streets
No interference with vehicular or pedestrian traffic

Equipment on Location

Type	Quantity
Cast/Crew vehicles	3
Cube Trucks	1

Personnel on Location

Type	Quantity
Cast	4
Crew	15

Filming Activities Exterior Dialogue; Interior Dialogue;

Jurisdiction **Political:** Los Angeles City - Council District 03 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

Thomas Guide **Page:** 530 **Grid:** E7

Approvals LOS ANGELES CITY POLICE DEPARTMENT Gabriel Martinez

Parking

Base Camp
Location Type : Filming Location

Crew Parking
Location Type : Filming Location

Parking Notes
Cube truck and cast/crew vehicles will be parked in driveway at location.

BASE CAMP AND ALL CAST, CREW, PERSONAL AND EXTRAS VEHICLE PARKING WILL BE ON (PRIVATE) PROPERTY ONLY - ABSOLUTELY NO CAST, CREW, EXTRAS, AUDIENCE OR PERSONAL VEHICLES TO BE PARKED ON AREA STREETS, ROADS (INCLUDING SHOULDERS) OR ALLEYS.

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Permit #F00152370

NEW YORK FILM ACADEMY

COLLEGE OF VISUAL AND PERFORMING ARTS

May 21, 2019

k.cai@student.nyfa.edu

To SAG-AFTRA

Please allow this letter to serve as verification that **Kexin Cai** is a student in good standing at the New York Film Academy MA Filmmaking Program. They will be shooting a student film on the dates of **June 7-9, 2019**. This student project **"Letter"** will not be used for commercial purposes, but to fulfill program requirements.

If you have any further questions, do not hesitate to contact me at the number listed below.

Best Regards,

Luis Valencia

New York Film Academy
Production Services Advisor
818.330.6133
luis.valencia@nyfa.edu

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